

**REPORT OF PROCEEDINGS
OF THE
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF NORTHFIELD
TUESDAY, March 16, 2021 - 7:00 p.m.**

As provided for by public notice, the meeting of the Board of Trustees of the Village of Northfield was held remotely via Zoom due to the COVID-19 crisis. The Regular Board meeting began at 7:00 p.m. on Tuesday, March 16, 2021. President Frazier called the meeting to order and asked the Clerk to call the roll.

PRESENT: President Joan Frazier

 Trustees Charles Orth
 Todd Fowler
 John Goodwin
 Greg Lungmus
 Tom Whittaker
 Tom Terrill

ABSENT:

ALSO PRESENT: Attorney Buzz Hill

I. Consent Agenda Items: Village President asked the Clerk to read the Consent Agenda items into the record. Those were reported as follows:

1. Approve the Report of Proceedings from the February 16, 2021 Village Board meeting.
2. Bills and Disbursements from February 1, 2021 to February 28, 2021 in the amount of \$791,765.36

President Frazier indicated that VM Sigman said there were no written comments on this matter. She then asked if anyone listening electronically wanted to comment.

Trustee Terrill made a motion, seconded by Trustee Fowler, to approve Consent Agenda items 1 and 2.

Upon the following roll call vote, a motion to approve Consent Agenda items 1 and 2 was approved.

AYES: Orth NAYS: 0 ABSTAIN: 0 ABSENT: 0
 Fowler
 Lungmus

Goodwin
Whittaker
Terrill

CONSIDERATION OF AN ORDINANCE BANNING THE USE OF GAS POWERED LEAF BLOWERS FROM

Trustee Lungmus made a motion, seconded by Trustee Fowler, to approve an ordinance banning the use of gas-powered leaf blowers from May 15th through September 30th.

President Frazier indicated that VM Sigman said there were written comments on this matter that were included in the Committee of the Whole meeting packet and that those would be included with the public record of that meeting. She then asked if anyone listening electronically wanted to comment.

President Frazier requested a roll call vote to approve an ordinance banning the use of gas-powered leaf blowers from May 15th through September 30th.

AYES:	NAYS: Orth	ABSTAIN: 0	ABSENT: 0
	Fowler		
	Lungmus		
	Goodwin		
	Whittaker		
	Terrill		

CONSIDERATION OF APPROVAL OF AN AMENDMENT TO A SPECIAL USE FOR A GARAGE AT 510 BRIAR LANE

Trustee Orth made a motion, seconded by Trustee Whittaker, to approve an amendment to Special Use Ordinance Number 14-1602 to allow a 621 square foot addition to the existing garage area at 510 Briar Lane.

Community Development Director Gutierrez stated petitioners were requesting an amendment to Special Use Ordinance Number 14-1602 to allow a 621 square foot addition to the existing garage area, for a total of 5,705 square feet of garage floor area, for the property located at 510 Briar Lane. The Zoning Code requires special use approval for garage space greater than 1,200 square feet in the R-1 Countryside Residential District. He noted that on March 1, 2021, the Plan & Zoning Commission voted unanimously to recommend approval of the proposed special use amendment. The petitioner was present to answer questions.

President Frazier indicated that VM Sigman said there were no written comments on this matter. She then asked if anyone listening electronically wanted to comment. President Frazier stated that she was not opposed to this large garage addition but found it concerning as a precedent.

President Frazier requested a roll call vote to approve an amendment to Special Use Ordinance Number 14-1602 to allow a 621 square foot addition to the existing garage area at 510 Briar Lane.

AYES: Orth NAYS: 0 ABSTAIN: 0 ABSENT: 0
Fowler
Goodwin
Lungmus
Whittaker
Terrill

CONSIDERATION OF A VARIATION FROM THE ZONING CODE’S OFF-STREET PARKING REQUIREMENTS TO ALLOW FOR A MEN’S HAIR SALON AT 1751 ORCHARD LANE

Trustee Goodwin made a motion, seconded by Trustee Orth, to approve a variation to the Zoning Code’s off-street parking requirements to accommodate a men’s hair salon at 1751 Orchard Lane.

Community Development Director Gutierrez stated the petitioner was requesting a variation to the Zoning Code’s off-street parking requirements to accommodate a men’s hair salon at 1751 Orchard Lane. With the hair salon, the property would have one parking space less than the Zoning Code requires. He remarked that on March 1, 2021, the Plan & Zoning Commission voted unanimously to recommend approval of the requested parking variation. The petitioner was present to answer questions.

President Frazier indicated that VM Sigman said there were no written comments on this matter and asked if anyone listening electronically wanted to comment.

President Frazier requested a roll call vote to approve a variation to the Zoning Code’s off-street parking requirements to accommodate a men’s hair salon at 1751 Orchard Lane.

AYES: Orth NAYS: 0 ABSTAIN: 0 ABSENT: 0
Fowler
Goodwin
Lungmus
Whittaker
Terrill

CONSIDERATION OF A MOTION TO APPROVE A RESOLUTION ABATING \$50,000 OF THE 2021 TAX LEVY ASSOCIATED WITH THE LONGMEADOW SPECIAL SERVICE AREA

Trustee Fowler made a motion, seconded by Trustee Whittaker, to approve a resolution abating \$50,000 of the 2021 Tax Levy associated with the Longmeadow Special Service Area.

Finance Director Cratty commented that in 2004 following annexation to the Village, a Special Service Area (SSA) was established for the Longmeadow area to install public sanitary sewers, resurface their private roadway, and make some minor storm sewer improvements. An initial 20 year bond of \$1,885,000 was issued to cover these costs. The principal and interest necessary to repay that bond were secured by a tax levy on all of the taxable properties within the SSA. In 2014 the initial bond was callable and the balance of \$993,000 was refunded at a lower interest rate and a 2022 maturity date. When the initial bond was issued, the bondholder required the Village to establish a reserve to cover any shortfalls in tax collection. Over the past 17 years, the Village has always received the full levy and has never needed to use the reserve. The current bond matures in 2022 so there are only two remaining payments of about \$137,765. One is due in December 2021 and last in December 2022. The current reserve level is at \$201,367 so there are sufficient funds to cover all of the 2022 payment and part of the 2021 payment. If approved, the ordinance would reduce the 2020 SSA levy, payable in 2021, by \$50,000. This abatement would lower the 2020 tax bill for residents in the area and still provide a small reserve (about \$13,000) to cover any possible collection shortfall.

President Frazier indicated that VM Sigman said there were no written comments on this matter. She then asked if anyone listening electronically wanted to comment.

President Frazier requested a roll call vote to approve a motion to approve a resolution abating \$50,000 of the 2020 Tax Levy associated with the Longmeadow Special Service Area.

AYES: Orth NAYS: 0 ABSTAIN: 0 ABSENT: 0
Fowler
Goodwin
Lungmus
Whittaker
Terrill

DISCUSSION ON A NEW ENTRYWAY SIGN ON WILLOW ROAD

Village Manager Sigman noted that the FY2020/21 Capital Improvement Plan budget included \$25,000 for the installation of one additional gateway sign on Willow Road, west of Forestway Drive. A sign at this location was recommended during the gateway sign design process but was delayed in implementation due to the potential conflicts with the then-planned Cook County Forest Preserve Sign at Forestway and Willow. The County sign has since been installed, and the Village could now install a gateway sign somewhere west of that. The exact location would need to be determined in the field and potentially coordinated/permitted with IDOT. Normally, a project of this cost would not need to be brought before the Board, but because of COVID, the Board directed staff to hold off on all projects that were not essential. Based on that direction, the sign project was not initially pursued. President Frazier recently asked staff to obtain a quote and to bring it to the Board for discussion and direction. The new sign would cost \$17,660 and about an additional \$2,000 to landscape. Since the total amount is under \$25,000, the actual contract would not have to be approved by the Village Board. Based on the Board's earlier COVID direction, staff was just seeking guidance as to whether they should move forward with this project or postpone it.

Trustee Orth stated that he was in favor of the new entryway sign.

Trustee Lungmus noted that he agreed with having a gateway sign but thought the timing was wrong due to the financial implications brought on by the pandemic. He recommended bringing this up for discussion in a year.

Trustee Terrill stated that he agreed with Trustee Lungmus and that the entryway sign should be tabled and brought up next year.

Trustee Goodwin agreed that the entryway sign should be postponed.

There was consensus to delay the discussion of a new entryway sign on Willow Road for one year.

EXECUTION OF the 12TH STATE OF EMERGENCY DECLARATION, DUE TO COVID-19, IN THE VILLAGE OF NORTHFIELD UNTIL APRIL 20, 2021

President Frazier stated the emergency declaration due to COVID-19 was no longer necessary and retracted it.

PUBLIC COMMENT

Chaya Rubenstein, President of the Winnetka, Northfield, and Kenilworth League of Women Voters reminded everyone that New Trier High School board elections were coming up and the Wilmette League was holding a candidate's forum on March 20 from 11:00 a.m. to 12:00 p.m. Registration was at LWV.Wilmette.org or the Wilmette Public Library. They were having their annual Women's History Event that they co-sponsor with the League of Women Voters of Wilmette, Glenview, and Glencoe. They were hosting a virtual event on March 21 from 10:30-11:30 featuring Michelle Duster, who is the author of the new book, *Ida B. The Queen*. Michelle is a professor, author, historian, and public advocate who will discuss the work and legacy of her great-grandmother, Ida B. Wells, a notable Chicago resident and leader in the suffragist and civil rights movements. Chaya thanked Village Manager Sigman and President Frazier for their service.

Department Updates

Administration

VM Sigman reported as follows:

The Village continues to work with MABAS Division 3 to give vaccines at New Trier to first responders and educators. The Village is also partnering with some neighboring communities and Jewel Osco for a program that will be open to the public with a focus on vaccines for senior citizens on March 23. She thanked police, fire, administration, and all of her staff for helping man the facilities to bring vaccines to the North Shore. They were optimistic that they will to continue to get more vaccines in the next several weeks. Ideally, they would like

to administer vaccines 3 days a week and currently had only been able to do 1 day per week, but it still was a big benefit to the community.

President Frazier stated that she talked to Cook County Board President, Toni Preckwinkle, and she was highly complimentary of Assistant Fire Chief Tom Burke and MABAS 3.

Community Development Department & Building Department

Director Gutierrez reported as follows:

On March 8th, the Architectural Commission approved a new monument sign in front of the office building at 423 Central. They approved variations for signage on the office building at 1622 Willow Road. The first variance allowed multiple tenant signs to be placed on the north façade of the 3 story office where the zoning code generally allows only one sign per building. The second variance allowed an address sign to be placed higher than the second-floor windowsill of the structure because the zoning code generally does not allow signage above the first floor. On March 26 at 2:00 p.m., there will be a ribbon-cutting at Taco Nano at 1743 Central. They will be celebrating their expansion into the next-door tenant space.

Finance Department

Finance Director Cratty reported as follows:

As of January, revenues were down \$160,586 below budget but this is a very good number considering the pandemic. Expenditures were \$188,164 below budget and he attributed this to staff continuing to do a good job of spending only when necessary. The financial performance of our pension fund continued to be strong. During this fiscal year through the end of January, they had a 19.29% rate of return that was substantially higher than the 6.5% actuarial assumption on the fund. That return helped make up for losses from last year.

Fire-Rescue & Public Works Departments

Chief Nystrand reported as follows:

Fire-Rescue responded to 94 calls for service, including house fires in Northbrook, Evanston, and Wilmette. MABAS Division 3 was scheduled to administer vaccinations 2 days this week. Cook County had asked MABAS Division 3 to consider conducting a pilot program enabling them to get into senior housing to do vaccinations in place. They were in discussion with Jewel Osco to partner with them to increase the administration of vaccines. They joined Glencoe, Wilmette, and Winnetka for training at the tower in Winnetka, which they will be doing every month going forward.

Public Works had a significant snow event so they were busy hauling away snow and clearing roads. The snow melt was not as bad as anticipated and there was only a little localized flooding. There were several water main breaks in late February and early March. They fixed control valves on the water main system so they can isolate issues and not have to shut down a larger area. They look forward to springtime and the accompanying landscape projects.

Trustee Lungmus stated that he wanted to commend Tom Burke for his excellent work with MABAS Division 3 at New Trier. Chief Nystrand noted that Tom Burke had done an outstanding job as President of MABAS Division 3 in combatting the pandemic.

Police Department

Chief Lustig reported as follows:

On March 15th, there were four burglars reported in Northfield. They had stolen a car in Evanston, drove north on the Edens Expressway, and exited onto Willow Road, driving with their lights out going west in the eastbound lane. They turned at Churchill where it dead ends and the four subjects took off on foot. A perimeter unit was set up and a dog unit was called. A bloodhound tracked the subjects and a perimeter officer noticed a car stopped with 4 individuals getting inside. It turned out to be a Lyft driver so the subjects were creative in their attempted escape. This car was stopped and the bloodhound confirmed one of the subjects. There were two 14-year-old girls, a 15-year-old boy, and a 16-year-old boy. Since they were juveniles, they were only charged with violating curfew but they will look at additional juvenile charges. The shift did a good job in apprehending them.

ADJOURNMENT

There being no other business or issues to come before the Board, Trustee Terrill made a motion, seconded by Trustee Orth to adjourn the meeting.

Upon the following roll call vote, the motion was approved.

AYES: Whittaker NAYS: 0 ABSTAIN: 0 ABSENT: 0
Orth
Fowler
Goodwin
Lungmus
Whittaker
Terrill

The meeting was adjourned at 7:46 p.m.

CONVENE TO PUBLIC HEARING TO CONSIDER THE PROPOSED FY2021/2022 VILLAGE BUDGET

The Public Hearing to consider the proposed FY2021/2022 Village Budget began at 7:47 p.m. on Tuesday, March 16, 2021. President Frazier called the meeting to order and asked the Clerk to call the roll.

PRESENT: President Joan Frazier

 Trustees Charles Orth
 Todd Fowler
 John Goodwin
 Greg Lungmus
 Tom Whittaker
 Tom Terrill

ABSENT:

ALSO PRESENT: Attorney Buzz Hill

Village Manager Sigman indicated that on March 2nd, the Board held their annual Budget Workshop on the draft FY2021/21 Budget. Village Manager Sigman gave an overview of the proposed FY2021/2022 Village Budget. She noted that were a couple of Board recommended changes at the March 2nd workshop and those were to add \$10,000 to the police budget to address dangerous animal situations, \$30,000 to the administrative budget for the continuation of the business support program and to operate the Village's 50/50 tree program with no funding cap. There were no written comments on the proposed budget and no one listening electronically requested to comment.

CONSIDERATION TO ADJOURN THE PUBLIC HEARING

Trustee Fowler made a motion, seconded by Trustee Whittaker, to adjourn the Public Hearing.

AYES: Whittaker NAYS: 0 ABSTAIN: 0 ABSENT: 0
Orth
Fowler
Goodwin
Lungmus
Whittaker
Terrill

Upon unanimous voice vote of "Aye," the motion was approved and the Public meeting was adjourned at 7:57 p.m.